



Human Resources

DATE POSTED: September 2, 2005

REQ. # 05-197

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER

2300 Virginia Avenue Fort Pierce, Fl. 34982 - 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 09-02-2005 TO 09-08-2005, but will remain open until filled.

DEPARTMENT/DIVISION
LIBRARY - MORNINGSIDE BRANCH
POSITION AVAILABLE
OFFICE ASSISTANT
OF OPENINGS
1
STARTING SALARY
\$9.69 / hour
COMMENTS
Clerical position - good written and verbal communication skills needed. Some knowledge of literature is beneficial. Position includes one night per week, Saturday and Sunday hours on a rotating basis. Basic computer skills needed. Position includes working at the circulation desk, assisting patrons to access computer data, ready reference and reader's advisory.
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 722
PAY GRADE: 6
SALARY: \$9.69 - \$15.01
OFFICE ASSISTANT

MAJOR FUNCTION: Typing and clerical work which follows well established procedures and requires skilled typewriting in addition to clerical work.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of business English, punctuation, spelling and arithmetic. Knowledge of office practices and procedures.

Abilities: Ability to type at minimum speed specified. Ability to understand and follow written and oral instructions. Ability to learn quickly and to adhere to prescribed routines. Ability to serve the public promptly and courteously. Ability to keep routine records and to make simple reports. Skill in typing with reasonable speed and accuracy. Ability to establish and maintain effective working relationships with fellow employees and the public.

ESSENTIAL JOB FUNCTIONS: Types letters, memorandums, reports, cards, statements, purchase orders, tabulations and other materials from copy or rough draft. Sorts and files correspondence, reports, vouchers or other materials numerically, alphabetically or by other established classifications. Sorts and delivers mail. Meets the public, gives non-technical information and explains well defined rules. Screens and refers office callers. Takes telephone messages. Completes and mails routine forms or form letters. Posts data on CRT, processes documents and maintains files. Computes data from listings, reports or other records. Assembles data in appropriate form for use in completing required reports. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Good hand/eye coordination. Use of both hands and fingers with dexterity. Occasional walking and standing. Vision must be good enough to enable the reading of instructions either hand written or computer generated. Must have good command of English language and be able to hear normal telephone conversations.

WORK HAZARDS: Occasionally called upon to lift objects of 30 pounds or less. Possible vision dysfunction due to computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from high school or possession of an acceptable equivalence of a diploma with courses in typing and other commercial subjects. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Some experience as a typist or general clerk in an office setting desirable.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida driver's license is required.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
-------	-------------	--------	--------------